



REQUEST FOR QUOTATION (RFQ)
(ALL ENTRIES ARE MANDATORY)

Name of Owner/ Corporation/ Cooperative/ Agency: _____
 Name of Business : _____
 Address: _____
 Email address: _____ Telephone No. _____

QUOTATION NO. 1350
 DATE: NOV 07 2023
 P.R. NO. : 2023-09-1168
 ABC: Php. 85,735.36
 FUND SOURCE: SP

The Benguet State University through its Bids and Awards Committee will undertake SHOPPING for the item/s listed below under the following terms and conditions:

- All entries must be written legibly and accurately.
- Delivery period is within 15 calendar days.
- Warranty period shall be for a minimum of three months, in case of expendable supplies, and a minimum of one year in case of non- expendable supplies from date of acceptance by the University.
- Price validity shall be for a period of 30 calendar days.
- Compliance with specifications: Kindly specify in the column provided below whether the offer fully complies with the specifications or a counter offer.
- Deadline of submission of quotation is on or before 5:00 pm of Nov. 13, 2023. Offers may be submitted in sealed or open quotation in person, or through facsimile (074-661-1839) or email (procurement@bsu.edu.ph)
- The item/s shall be procured by: _____ a) line item; b) lot; _____ c) sub-lot
- Business Permit Number : _____, date of issue: _____ place of issue: _____, (If renewal of Business Permit is still on process, please indicate OR No. _____, date of OR : _____ for the payment of renewal).
- * PhilGEPS Registration Number: _____

REYNANTE B. BASCO
 Chairperson, BAC (Goods & Services)

College/Dept./Office: **BAPTC**

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
OTHER ITEMS NOT AVAILABLE AT PS DBM BUT REGULARLY PURCHASED FROM OTHER SOURCES								
1	6	gallon	ALCOHOL, Ethyl, 1 Gallon			₱ 2,578.32		
2	3	piece	ERASER, plastic/ rubber			₱ 17.43		
3	144	piece	SIGN PEN, Black, liquid or gel, 0.5mm			₱ 4,155.84		
4	114	piece	SIGN PEN, Blue, liquid or gel, 0.5mm			₱ 3,290.04		
5	19	piece	SIGN PEN, Red, liquid or gel, 0.5mm			₱ 548.34		
6	15	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			₱ 452.88		
7	15	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			₱ 548.32		
8	1	unit	DIGITAL VOICE RECORDER			₱ 9,540.91		
9	6	box	CLIP, backfold, 19mm			₱ 68.04		
10	6	box	CLIP, backfold, 25mm			₱ 115.08		
11	12	box	CLIP, backfold, 32mm			₱ 398.75		
12	6	box	CLIP, backfold, 50mm			₱ 437.10		
13	35	piece	CORRECTION TAPE, 8 meters			₱ 659.56		
14	4	piece	CUTTER/UTILITY KNIFE, for general purpose			₱ 173.84		
15	35	piece	DATA FILE BOX			₱ 3,512.60		
16	35	piece	ENVELOPE, Expanding, Plastic			₱ 1,387.40		
17	1	box	ENVELOPE, Mailing, with window, 500 pieces per box			₱ 635.44		

Item No.	Qty	Unit	Item	Technical Specifications		ABC	Unit Cost	Total Cost
				COMPLY	COUNTER OFFER			
18	3	piece	ERASER, felt, for blackboard/whiteboard			₱ 44.49		
19	2	box	FOLDER, pressboard, 100 pieces per box			₱ 2,476.86		
20	1	pack	FOLDER with tab, A4, 100 pieces per pack			₱ 375.88		
21	6	set	MARKER, Flourescent, 3 colors per set			₱ 285.95		
22	12	piece	MARKER, Permanent, Black			₱ 116.53		
23	11	piece	MARKER, Permanent, Red			₱ 106.82		
24	31	piece	MARKER, Whiteboard, Black			₱ 388.90		
25	12	piece	MARKER, Whiteboard, Blue			₱ 150.54		
26	9	box	PAPER CLIP, vinly/plastic coated, 33mm			₱ 103.19		
27	24	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			₱ 429.94		
28	14	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box			₱ 378.38		
29	10	bundle	RING BINDER, plastic, 12 mm, 10 pieces per bundle			₱ 3,564.99		
30	16	box	RUBBER BAND No. 16, 350g			₱ 2,812.16		
31	4	pair	SCISSORS, symmetrical or asymmetrical			₱ 173.52		
32	1	unit	STAPLER, heavy duty (binder type), desktop			₱ 1,154.61		
33	1	piece	TAPE DISPENSER, table top			₱ 94.64		
34	12	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			₱ 578.14		
35	16	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			₱ 1,233.02		
36	64	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			₱ 4,326.40		
37	66	piece	NOTEBOOK, stenographer			₱ 1,033.03		
38	120	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream, 80gsm			₱ 25,841.40		
39	8	book	RECORD BOOK, 300 PAGES			₱ 648.96		
40	27	book	RECORD BOOK, 500 PAGES			₱ 3,650.40		
41	30	can	INSECTICIDE, 600mL			₱ 7,246.72		
TOTAL							85,735.36	

Counter offers:

Delivery Period: _____

Warranty: _____

Price Validity: _____

We hereby submit our quotations, accept the general conditions for the above items and be bound by our offer.

Signature over Printed Name

Date and Time of Receipt of RFQ

**Not a ground for disqualification for failure to indicate but required as a condition for award.*

Revised: 9/19/2022

RFQ 1356